



Fund

## **Fund Council**

**7<sup>th</sup> Meeting (FC7)—Seattle, Washington**

**March 7-8, 2012**

### **2011 System Entities Budget and Expenditure Report**

**(Working Document - For Discussion Only)**

*Document presented for Agenda Item 4:  
2011 System Entities Budget and Expenditures*

*Submitted by:*  
Peer Review Team

# **2011 System Entities Budget and Expenditure**

CGIAR Fund Council Meeting

Seattle, Washington

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This paper shows the 2011 budget and expenditure of the three system entities, namely Consortium, Fund Office and Independent Science and Partnership Council (ISPC).

In accordance with the views of the Fund Council to construct a common budget table template, the Consortium Office (CO), the Fund Office (FO) and ISPC Secretariat have used a common template to report the expenditures in 2011. This exercise, however, required retrofitting the 2011 expenditure line items into the new common budget table template.

## 2011 Budget and Expenditures of the Consortium

in US\$000

Expense Item	2011 Budget	2011 Actual
Board/Council meetings <i>(including travel of members)</i>	930	810
<b>Personnel Costs</b>		
<i>Professional Staff</i>	2,089	1,702
<i>Administrative Staff</i>	261	376
<i>Long term Consultant</i>	125	164
<i>Short term Consultant</i>	50	43
<b>Sub-Total</b>	<b>2,525</b>	<b>2,285</b>
<b>Number of staff (Full Time Equivalent)</b>		
<i>Administrative Support (incl Montevideo)</i>	4	4
<i>Professional Staff (by function: incl int. &amp; locally-recruited)</i>	10	9
<b>Total FTE</b>	<b>14</b>	<b>13</b>
<i>Number of Long Term Consultants</i>	<b>1</b>	<b>1</b>
<b>Travel</b>		
Travel not budgeted by department	180	231
<i>CEO</i>		
<i>Science and gender</i>		
<i>Communications and legal</i>		
<i>Finance, Corporate Services, shared services, and admin</i>		
<i>Consultant travel</i>	100	44
<b>Sub-Total</b>	<b>280</b>	<b>275</b>
<b>Meetings and Workshops</b>		
<i>CEO</i>	100	22
<i>Science and gender</i>	415	395
<i>Communications and legal</i>	220	167
<i>Finance, Corporate Services, shared services, and admin</i>	125	11
<b>Sub-Total</b>	<b>861</b>	<b>595</b>
<b>Operating Expenses</b>		
<i>CEO</i>	20	17
<i>Science and gender</i>	90	51
<i>Communications and legal</i>	20	30
<i>Finance, Corporate Services, shared services, and admin</i>	429	687
<b>Sub-Total</b>	<b>559</b>	<b>785</b>
<b>Overhead Charges</b>		
<i>On personnel</i>	384	295
<i>On all other</i>	57	12
<b>Sub-Total</b>	<b>441</b>	<b>307</b>
<b>TOTAL</b>	<b>5,596</b>	<b>5,057</b>
<b>Unused</b>		539
<b>Financing</b>		
<i>From the CGIAR Fund</i>	1,782	
<i>From other sources</i>	3,814	

## 2011 Budget and Expenditures of the Fund Office

in US\$000

Expense Item	2011 Budget	2011 Actual
Fund Council meetings <i>(including travel of members)</i>	200	
<b>Sub-Total</b>	<b>200</b>	<b>149</b>
Meetings and Workshops		
<i>Review of the CGIAR Reform</i>		
<b>Sub-Total</b>		
Personnel Costs	2,025	
<i>Professional Staff</i>		1,583
<i>Administrative Staff</i>		333
<i>Long term Consultant</i>		49
<i>Short term Consultant</i>		72
<b>Sub-Total</b>	<b>2,025</b>	<b>2,037</b>
Number of staff (Full Time Equivalent)		
<i>Administrative Support</i>		3.5
<i>Professional Staff</i>		7.5
<i>Number of Long Term Consultants</i>		1
<b>Total FTE</b>		<b>12</b>
Travel	300	
<i>Staff Support to FC/FF</i>		95
<i>Donor Visits</i>		127
<i>Collaboration</i>		45
<b>Sub-Total</b>	<b>300</b>	<b>267</b>
Operating Expenses	500	
<i>Communications</i>		105
<i>Shared Services and Admin</i>		168
<b>Sub-Total</b>	<b>500</b>	<b>273</b>
Overhead Charges	475	
<i>IT Charges</i>		227
<i>Rent</i>		356
<i>Legal Services</i>		71
<i>Corporate Services</i>		65
<b>Sub-Total</b>	<b>475</b>	<b>719</b>
<b>TOTAL</b>	<b>3,500</b>	<b>3,445</b>
<i>Unused</i>		55
<b>FINANCING</b>		
<i>From the CGIAR Fund</i>	<b>3,500</b>	

## **2011 Budget and Expenditure of Fund Office**

### ***Personnel Costs***

In line with the Peer Review Team's recommendation to synthesize all personnel costs, the Fund Office has retrofitted its 2011 staff expenditures in this category. The overrun in personnel costs is a reflection of the retrofit. Operating Costs which formerly included services provided by consultants for transition activities shows a corresponding decline in expenses.

### ***Operating Expenses***

As stated above, the reordering of expenses to retrofit into the common budget table template, explains the decrease in operating expenses.

### ***Overhead Charges***

In July 2011, the Fund Office moved to non-subsidized commercial office space. The higher rent outlay and associated moving costs are the primary reason for the greater than budgeted expenditure in this category.

## 2011 Budget and Expenditures of the ISPC (in US\$000)

Expense Items	2011 Budget	2011 Actual
<b>Council/Board: (incl. activities and Council/Board meetings)</b>		
<i>Honoraria Chair and Office</i>	317	317
<i>Honoraria (Council/Board and Panel Members)</i>	263	270
<b>Sub-Total</b>	<b>580</b>	<b>587</b>
<b>Technical Activities</b>		
<i>Independent Program Review</i>	100	171
<i>Impact Assessment</i>	510	388
<i>Strategy and Trends</i>	125	28
<i>Mobilizing Linkages/partners hips</i>	180	118
<b>Sub-Total</b>	<b>915</b>	<b>705</b>
<b>Personnel Costs (Secretariat/Office)</b>		
<i>Professional Staff</i>	1,459	1,149
<i>Administrative Support</i>	416	374
<i>Long Term Consultant</i>		
<i>Short Term Consultant</i>	65	114
<b>Sub-Total</b>	<b>1,940</b>	<b>1,637</b>
<b>Number of staff (Full Time Equivalent)</b>		
<i>Professional Staff*</i>	7.00	5.00
<i>Administrative Support</i>	4.00	4.00
<i>Number of Long Term consultant *</i>	1 (242 days)	1.00
<b>Total FTE</b>	<b>11.00</b>	<b>10.00</b>
<b>Travel</b>		
<i>Travel and Per diem (Chair, Council/Board and Panel Members)</i>	225	195
<i>Travel &amp; Per Diem (Office/Secretariat)</i>	100	93
<b>Sub-Total</b>	<b>325</b>	<b>288</b>
<b>Operational Expenses</b>		
ISPC miscellaneous operating expenses	90	37
<b>Overhead Charges</b>		
<i>IT Charges</i>		
<i>Rent</i>		
<i>Legal Services</i>		
<i>Contractual Services</i>		
<i>Supplies and Miscellaneous</i>		
<b>Sub-Total</b>	<b>90</b>	<b>37</b>
<b>TOTAL</b>	<b>3,850</b>	<b>3,254</b>
<b>Unused</b>		596
<b>FINANCING</b>		
<i>From the CGIAR Fund</i>	2,492	**
<i>From FAO</i>	1,358	1,419

\* Endorsed staff figures given. Actual 2011 Professional staff total was 5 with one additional position filled by consultant as shown

\*\* No funds were received from the CGIAR Fund in 2011, leaving an overspend of USD 1,835,000.